

**RETIREMENT CHIEF EXECUTIVE OFFICER**

**DEFINITION:**

To plan, manage and administer retirement system operations for the San Diego County Retirement Association (SDCERA) in accordance with the County Employees Retirement Law of 1937 and Retirement Board, county and state policies; and to perform related work as required.

**AUTHORITY:**

- (1) State of California, Government Code, Sections 31522.2 et seq.
- (2) County of San Diego Resolution No. 94-01.

**DISTINGUISHING CHARACTERISTICS:**

The Retirement Chief Executive Officer reports to the Retirement Board and serves as department head for SDCERA.

**EXAMPLES OF DUTIES:**

Initiates, implements and administers Retirement Board (Board) policy; plans, organizes, and directs the work of staff responsible for the administration and management of SDCERA; interacts with the Board of Retirement and implements Board policy; recommends policies in administration, investments, actuarial, accounting, and employee benefits; maintains the status of all retirement investment portfolios and coordinates activities with investment managers, consultants, custodians, actuaries and other representatives from outside agencies; provides staff support to Board committees; plans and implements the Retired Employees Health Insurance Program; administers the Retirement Disability Program; reviews pending and proposed legislation; drafts, analyzes and recommends legislation affecting the retirement system; confers with County Counsel and outside Counsel on legal matters; studies procedures and implements improvements; participates in the selection of subordinate staff; negotiates and administers contracts for services; confers with actuaries; develops the Retirement Board's annual budget; monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; provides information to County employees, the public, and agency representatives on retirement association activities; directs special studies and projects as assigned by the Retirement Board; supervises the work of subordinate staff; represents the Retirement Board and provides information to County departments, the public, the media, and other Retirement Boards.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Policy/procedure development and implementation related to Retirement Board programs, activities and operations.
- Portfolio management and investment principles and practices.
- Interest and yield computations on various types of security instruments.

- Cash management and cash flow analysis for investment portfolio activities.
- Fiscal, actuarial and budget principles and procedures.
- Employer group insurance and indemnity plans and coverage available.
- Contracting processes and contract administration.
- Supervision and training principles and techniques.
- Principles and theory of public administration including general administration, human resource management, and fiscal management.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Provide overall administrative leadership, supervision, and management for the business activities of the San Diego County Employees Retirement Association.
- Analyze and propose legislation relative to SDCERA.
- Administer and manage the custody and disbursement activities of retirement monies and benefits.
- Interpret and apply contract provisions and federal, state and county regulations.
- Prepare executive level correspondence, reports, narrative, fiscal and budget documents and presentations for public officials, advisory board members, managers and the general public.
- Monitor and authorize financial transactions and expenditures.
- Monitor and inform the Retirement Board on the performance of fund managers and investment custodians.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the SDCERA's activities, functions, and issues.
- Establish and maintain effective working relationships with the Retirement Board, fund managers, investment consultant custodians, subordinates, elected officials, representatives of County departments and the public.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: five (5) years of experience leading public or private pension programs. A master's degree in business administration is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity and recency. Applicants will be subject to a thorough background investigation.

**Conflict of Interest:**

Individuals hired into this class will be required to file a Conflict of Interest Statement pursuant to Conflict of Interest Codes adopted by County agencies and departments and approved by the Board of Supervisors. Such statement must

be filed within thirty (30) days of hiring date.